Chinese Essay Grid Paper: Layout, Margins, and Indent Conventions

Original tasks 1, 2, 3 / complete keys

Task 1

A hypothetical sheet is 180 mm wide with 15 mm margins on each side and 9 mm cells. Calculate the number of columns and state where indent markers go.

Answer: Usable width is 180 minus 30 equals 150 mm; 150 divided by 9 equals 16 full columns with 6 mm remaining. Indent markers go in the first two cells of each new paragraph row.

Reason: Subtract both margins, divide by cell size, and take the whole number of columns. The remainder is unused space.

Check: Multiply 16 by 9 to get 144 mm, add 30 mm margins to get 174 mm, leaving 6 mm; confirm the arithmetic.

Task 2

A student writes a three-paragraph essay on a grid with 12 columns. Paragraph one starts at row 2, paragraph two at row 6, and paragraph three at row 10. Describe the indent markers needed and one margin note for each paragraph.

Answer: Place indent markers in the first two cells of rows 2, 6, and 10. Example margin notes: row 2 'opening', row 6 'example', row 10 'conclusion'.

Reason: Each paragraph start needs two blank cells marked; margin notes label purpose briefly.

Check: Verify each listed row has two blank cells and that notes are short and outside the writing area.

Task 3

A hypothetical margin column is 20 mm wide and the writing area is 160 mm wide. A note of 30 characters is planned. If each note character needs about 5 mm, does the note fit in one line?

Answer: 30 characters times 5 mm equals 150 mm, which exceeds 20 mm, so the note does not fit on one line; shorten it or use multiple short lines.

Reason: Multiply character count by estimated width and compare with margin width.

Check: Recompute 30 times 5 equals 150 mm and compare with 20 mm; confirm the conclusion.

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Original tasks 4 / complete keys

Task 4

A title row has 14 cells. A title of 6 characters is written with one blank cell between characters. How many cells are used, and how many remain?

Answer: Six characters plus five gaps equals 11 cells used; 14 minus 11 equals 3 cells remain.

Reason: With one blank between adjacent characters, gaps equal characters minus one.

Check: Count characters and gaps separately, add them, and subtract from 14.

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Source rubric / reflection

- [ ] Layout: title row separate, margin column outside writing area, indent markers present at paragraph starts.
- [ ] Grid arithmetic: column count matches measured usable width divided by cell size, with units stated.
- [ ] Spacing: one character per cell, punctuation in its own cell, two blank cells at paragraph starts.
- [ ] Legibility: characters consistently centered in cells with similar top/bottom and left/right margins; alternative letter styles accepted.
- [ ] Margin use: notes are short and do not overlap the essay area.

Reflection: What did you check, what did you change, and what will you try next?